

PRELIMINARY SUBDIVISION PLAT CHECKLIST	
Project Name:	Map #: Group: Parcel #:
Contact Person:	PC File Number:

The Preliminary Plat checklist is designed to assist applicants with identifying the information that must be included on all Preliminary Plat applications. Initial submittals must include a completed Planning Commission Application Form, a completed Preliminary Plat checklist, and nine (9) folded copies of the Preliminary Plat documents by **4:30 PM** on the submittal deadline. If you are unsure of any item listed on this checklist, please refer to the Zoning Ordinance or Subdivision Regulations for additional information about the requirements. If a checklist item does not apply to your application, please note in the box next to the item that it does not apply "N/A". Otherwise, please clearly mark each box in the checklist to indicate that the required information has been provided. If you have any additional questions, please contact the Planning Division staff member assigned to your application.

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Date of pre-application meeting with Staff
Date: _____
Staff Member: _____ <input type="checkbox"/> Provide agent letter if application not signed by the property owner <input type="checkbox"/> Label title of subdivision <input type="checkbox"/> Show north arrow <input type="checkbox"/> Scale – no smaller than 1 inch to 200 feet <input type="checkbox"/> Provide location map of the property <input type="checkbox"/> Professional seal of surveyor or certified designer <input type="checkbox"/> Provide Site Data Table listing: <ul style="list-style-type: none"> <input type="checkbox"/> Title of subdivision <input type="checkbox"/> Property owner name and address <input type="checkbox"/> Property location/address <input type="checkbox"/> Tax Map and Parcel number(s) <input type="checkbox"/> Name and address of person preparing plat <input type="checkbox"/> Date of preparation, <input type="checkbox"/> Existing zoning of property <input type="checkbox"/> Proposed use of property <input type="checkbox"/> Typical yards and setbacks <input type="checkbox"/> Existing and proposed use of the property <input type="checkbox"/> Other applicable bulk regulation information. <input type="checkbox"/> Plat must show relationship of subdivision to streets, railroads and water courses within one-half (1/2) mile <input type="checkbox"/> Label distance and bearing of one original corner of the boundary of the subdivision <input type="checkbox"/> Label location and dimensions of property boundary lines for existing and proposed lots to the nearest hundredth of a foot <input type="checkbox"/> Show and label minimum yard lines and building setbacks on all lots <input type="checkbox"/> Label names of adjoining property owners and names of adjoining developments <input type="checkbox"/> Label zoning of surrounding properties <input type="checkbox"/> Label and show rights-of-way and pavement width of existing and proposed streets | <ul style="list-style-type: none"> <input type="checkbox"/> Label location and description of all existing and proposed easements – including but not limited to, public utility and drainage easements, landscape easements, access easements, etc. <input type="checkbox"/> Label location of existing physical features: roads, railroads, buildings, cemeteries, drainage ways, bridges, utility lines <input type="checkbox"/> Label location natural features: streams lakes swamps, rock outcrops, sinkholes, springs <input type="checkbox"/> Label topographic features showing contours not greater than 5 foot intervals <input type="checkbox"/> Label location of open space, required buffer yards, landscape easements, and proposed parks <input type="checkbox"/> Label location of areas subject to flooding, any applicable Base Flood Elevation (BFE) for each lot, and provide a FEMA floodplain information note <input type="checkbox"/> Provide street names and certification of approval by the Engineering Division and E911 <input type="checkbox"/> Show location of accessory off-street parking areas <input type="checkbox"/> Label lot numbers on all lots <input type="checkbox"/> Show and clearly label location of fire hydrants <input type="checkbox"/> Show location of proposed signs, if any <input type="checkbox"/> Label location and details of proposed sewage disposal areas and location of existing and proposed wells <input type="checkbox"/> Provide copy of proposed restrictive covenants <input type="checkbox"/> Submit digital file for all plats prepared using Computer Aided Drafting and Design (CADD) <input type="checkbox"/> Provide Certificate of Planning Commission Preliminary Approval ① Construction plans must be submitted and approved by Engineering <u>Division before final plat can be placed on Planning Commission agenda</u> ① Construction plans must be submitted and approved by Public Utilities Department <u>before final plat can be recorded</u> |
|---|---|

Note: Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Planning Division by the initial submittal deadline for the next regularly scheduled Planning Commission meeting.